

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on May 19, 2011 at 6:00 p.m. at the Brown County East Branch Library, 2255 Main Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, KATHY PLETCHER, PAUL KEGEL

EXCUSED: TONY THEISEN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler and Eileen Below (staff);

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Motion by Froelich, seconded by Kegel, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

COMMUNICATIONS

A letter was received from Senator Hansen thanking Lynn for contacting his office regarding state budget and policy issues. The letter also stressed the importance of libraries. Lynn received similar emails from other representatives whom she had contacted.

OPEN FORUM FOR THE PUBLIC

Eileen Below, East Branch Manager, welcomed the Board. Recent branch activity has included interfiling the paperback and hardcover mysteries, science fiction and fantasy books. It has gone so well that the fiction books will be done in the same way. Staff is working on better accommodations for personal laptop users. In particular, the branch is in need of more outlets (there are only three). Options for adding additional outlets will be explored.

REPORT OF SUNDAY HOURS SURVEY – JOHN HAGAR- UWGB STUDENT INTERN

Lynn Hoffman introduced John Hagar who has been interning at the Central Library during his spring semester at UWGB. Hoffman commented that he has been a tremendous asset as staff has been looking at Sunday service at the Central Library in comparison with a model of opening and overlapping hours at two regional branches.

John explained his project - a survey whose goal was to evaluate how people are using Sunday hours and to determine if the current Sunday hours best serve the community. "Best serve" was defined as to mean that the least amounts of people are excluded from access to library service and the highest amounts are included.

265 patrons participated in the survey on three Sundays. Questions included, "Why did you come to the library? (Practice); "Why do you *think* people come to the library?"(Perception); and "Which services are most important?"(Values). Findings showed, of those who were surveyed, that most live closest to Central, geographically; 72% were walkers who visit the library more than once a week; 80% drive; 79% normally go to Central; 43% stay at the library during their visit; 57% get their materials and go while 64% perceive that people stay; and 72% stay based on what they value.

Overall, people value and appreciate the number of materials the Central Library offers; the compartmental nature that offers space for the whole family; and the sense of community the atmosphere provides. Sixty of the 265 people surveyed still come to Central even though they may live closer to another location. Within the limitations of the survey, analysis shows that while opening two branches could be more economical, the Central Library provides the most inclusive service to county as whole.

The Board thanked John for his work and presentation.

INFORMATION SERVICES REPORT ON SERVICE RECEIVED

Lynn Stainbrook reviewed some items from the written report. The OverDrive Download Stations are installed at all locations and are gaining popularity. The Technical Services Department continues to work on streamlining on-order records and final bibliographic records. The Symphony upgrade (version 3.4) has been installed on a test server. This will allow staff to use it and see the impact of changes before installing it on the production server. The WorldCat issue should be resolved soon as EX Proxy authentication software has been purchased. This will allow remote authentication to users wishing to use FirstSearch for Interlibrary Loan purposes. The upgrade to PC Charge for Envisionware cash drawers has been installed.

FACILITIES REPORT

a. Central Library Renovation

i. Report of Task Force Kathy and John (Task Force co-chairs) have had a couple meetings. Two sub-groups, financial and education /PR have been formed.

John reported on the recent finance group meeting. Boldt's cost proposal (direct costs versus overhead costs) was reviewed. Dave Sachs from Boldt will be attending the next meeting. They will continue to look for areas where costs can be reduced. Areas for naming rights will be determined as well as an associated cost. This is preliminary action because the project has to be approved first. It will be important to use consistent terminology so that the message is constant and reliable.

Lynn Hoffman reported on behalf of the education sub-group. She showed the PowerPoint created together with Molly Vandervest from Downtown Green Bay, Inc. (DGBI) for a meeting with local public relations experts to gain their insight. It will be a good presentation to show key leaders and others as it displays the essence of project. Meetings will be scheduled with the County Executive, the Mayor and leaders from other municipalities.

Kathy Pletcher feels a sense of urgency in moving this project forward. Costs will grow inaccurate as time goes on. Lynn Stainbrook agreed that educating the community and garnering support is key. Schematics of 'what it could look like' may be a helpful tool when presenting the project to others.

b. Solar Energy Projects Curt reported that the Weyers-Hilliard solar project (two tracking pedestal solar panels) will take place in late August or early September. Fundraising for the Kress PV solar panel project is still \$19,000 short of the goal and the deadline is approaching quickly.

c. Other Activity

Curt reported that the new card access system is complete for Weyers-Hilliard, Kress and Central. The building envelope is almost complete at Ashwaubenon and their new direct digital control is in and operating. Ashwaubenon's new 'storefront' is installed. Bathroom renovations at Southwest and Ashwaubenon are being considered to make them ADA compliant as well as more efficient. Curt will provide more information once it is received.

ACCOUNTANT'S REPORT

a. Financial Report Lori distributed the April financial report. **Motion** by Buboltz, seconded by Froelich, to approve the April, 2011 financial report. **Motion carried.**

b. Acceptance of Gifts, Grants and Donations The April, 2011 report was distributed. Motion by Kegel, seconded by Golonski, to accept the April, 2011 Gifts, Grants and Donations as presented below:

Gifts & Donations

04/06/11	Kathryn Daley - In Memory of Arthur J. Daley	400.00	Adult Materials
04/06/11	Ashwaubenon Lioness	500.00	Large Print Materials
04/06/11	Friends of Brown County Library	50.00	Kress Performer
04/27/11	Sue White - In Memory of Mike Quinette	15.00	Kress Adult Materials
04/27/11	Trisha Tetzlaff	500.00	Wri Play Away Materials
04/30/11	Ashwaubenon	18.59	Donation Box
04/30/11	Bookmobile	3.00	Donation Box
04/30/11	East	34.58	Donation Box
04/30/11	Weyers/Hilliard	48.51	Donation Box
04/30/11	Central Circulation	136.72	Donation Box
04/30/11	Kress	23.80	Donation Box
04/30/11	Adult Services	15.74	Donation Box
04/30/11	Pulaski	7.75	Donation Box
04/30/11	Southwest	27.99	Donation Box
04/30/11	Wrightstown	27.21	Donation Box
	Total Donations	\$ 1,808.89	

Federal & State Grants

4/30/2011	Department of Energy	\$ 28,153.25	Energy & Conservation
4/30/2011	Nicolet Federated Library System	\$ 15,183.30	Collection Development
4/30/2011	Nicolet Federated Library System	1,961.24	Continuing Education
	Total Grants	\$ 45,297.79	

Motion carried.

c. **Carryover Funds** Funds have been entered into our budget. Some projects tagged for donation carryover have come in under budget.

APPROVE BUDGET ADJUSTMENT FOR SKYLIGHT PROJECT AT CENTRAL LIBRARY FOR \$300,000

Motion by Hickey, seconded by Buboltz, to approve a budget adjustment in the amount of \$300,000 that provides federal funds for the skylight replacement project at Central Library. **Motion carried.**

APPROVE PURCHASE OF ADDITIONAL SAM LICENSES TO ALLOW WIRELESS PRINTING FROM LAPTOPS

Potential print revenue for wireless printing from library-owned and patron-owned laptops will be further analyzed to determine if revenue warrants wireless printing capabilities in all locations. **Motion** by Buboltz, seconded by Froelich to approve up to \$5,455 for wireless printing for library-owned laptops and up to \$5,105 for wireless printing for patron-owned laptops. **Motion carried.**

APPROVE TABLE OF ORGANIZATION CHANGE/FILLING OPEN POSITIONS

Lynn Stainbrook met with Debbie Klarkowski (HR) to discuss the process and order of filling open positions and it was agreed that the library would no longer have to go to different committees for approval in order to fill positions but the Library Board needs to approve filling open positions. **Motion** by Buboltz, seconded by Kegel to approve filling the Pulaski Branch Supervisor position at Pulaski. **Motion carried.**

Lynn Stainbrook explained that when clerk positions open, they are evaluated to confirm that the number of hours is adequate and the location is the right one. Lynn would like to use some saved clerk hours and use them to increase the Library Associate cataloging position in Technical Services from 19.5 hours to 25 hours. **Motion** by Hickey, seconded by Pletcher to increase the Library Associate position in Technical Service to 25 hours per week from 19.5 hours using savings gained from a reduction in clerk hours. **Motion carried.**

An unfunded 20 hour per week Senior Library Assistant position exists in the Table of Organization. Lynn Stainbrook recommended to the Library Board to delete this position. **Motion** by Kegel, seconded by Golonski to delete the 20 hour per week Senior Library Assistant position in the Table of Organization. **Motion carried.**

APPROVE MODIFICATION OF LATE OPENING FOR PURPOSE OF ALL-STAFF WORKSHOP

The Library Board previously approved a late opening on October 7 for the purpose of an all-staff workshop. The speaker who was scheduled that day cancelled. The all-staff workshop has been re-scheduled for September 30. **Motion** by Golonski, seconded by Kegel to approve the late opening date change from October 7 to September 30 with all locations opening at 2:30 p.m. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. **Monthly update** No update.

PRESIDENT'S REPORT

Terry did not have a report but complimented the Task Force. He also thanked Paul for his efforts in seeking new Board members.

DIRECTOR'S REPORT

Lynn distributed her report.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Pletcher, seconded by Froelich, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:05 p.m.

NEXT REGULAR MEETING

June 16, 2011

Southwest Branch Library
974 Ninth Street, Green Bay
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary